

**REQUEST FOR PROPOSAL**

**TO PROVIDE**

**DOCUMENT IMAGE PROCESSING SERVICES TO**

**THE NEW JERSEY HEALTH CARE FACILITIES**

**FINANCING AUTHORITY**

**(609) 292-8585**

**MANDATORY BIDDER'S CONFERENCE – March 11, 2015**  
**10:00 a.m. at NJHCFFA**  
**22 S. Clinton Ave., Station Plaza, Bldg. 4, 4<sup>th</sup> Floor**  
**Trenton, New Jersey**

**PROPOSAL DUE – March 26, 2015 at 2:00 p.m. EDT**

**CONTACT PERSON: Carole Conover**

**REQUEST FOR PROPOSAL  
TO PROVIDE  
DOCUMENT IMAGE PROCESSING SERVICES TO THE  
NEW JERSEY HEALTH CARE FACILITIES FINANCING AUTHORITY  
("NJHCFFA")**

**INTRODUCTION**

The Authority was created in 1972 under Chapter 29 of the Laws of New Jersey as amended and is a political subdivision of the state. Under its enabling legislation the Authority's primary purpose is to ensure that all health care organizations have access to financial resources to improve the health and welfare of the citizens of the State. To accomplish this purpose, the Authority is authorized to issue bonds, notes or other evidences of indebtedness to the investing public and loan the proceeds to not-for-profit and for-profit health care organizations located in the State. The interest on most Authority bonds is exempt from federal taxation. The interest on all Authority bonds is exempt from New Jersey state income taxes. This results in a lower interest rate than would be available through conventional financing and the savings are passed along to the respective health care organizations. Since its inception, the Authority has issued more than \$20 billion in bonds and/or notes on behalf of its clients.

**PURPOSE AND INTENT**

The purpose of this Request for Proposal (RFP) is to solicit proposals from vendors qualified to provide document imaging processing services to NJHCFFA in accordance with N.J.A.C. 15:3 Subchapter 4: *Image Processing of Public Records* and N.J.A.C. 15:3 Subchapter 5: *Certification of Image Processing Systems*.

**SMALL BUSINESS SET-ASIDE CONTRACT**

This RFP and the resulting contract are designated as a Set-Aside Contract for Categories 1, 2 or 3 for Small Businesses. As such, eligibility to bid is limited to bidders that meet statutory and regulatory requirements and have had their eligibility determined by the Division of Revenue & Enterprises Services. The definitions of each Small Business set-aside category can be found at N.J.A.C. 17:13-1.2 or N.J.A.C. 12A:10-1.2 or by accessing the following websites: <http://www.state.nj.us/treasury/revenue/> or <http://www.nj.gov/njbusiness/contracting/sbsa/index.shtml>. To register as a small business, click on the link at the bottom of the website or go to <https://www.njportal.com/DOR/SBERegistry/>

Any additional information concerning registration may be obtained by contacting the Division of Revenue & Enterprise Services, Small Business Registration and MWBE Certification Services Unit at 609-292-2146.

## **SMALL BUSINESS SET-ASIDE CONTRACT (CONT.)**

“Small Business” means a business that has its principal place of business in the State of New Jersey, is independently owned and operated, and has no more than 100 full-time employees.

The bidder must be registered as a qualifying small business with the Division of Revenue by the date the contract is awarded. Evidence that the bidder has registered with the Division of Revenue as a small business should be submitted with the bid proposal.

## **MINIMUM REQUIREMENTS**

1. Vendor must be familiar with all aspects of the State of New Jersey, Division of Revenue and Enterprise Services, Records Management Services (DORES) specifications for the imaging and conversion of public records and able to assist NJHCFFA in its Image System evaluation and certification. The vendor will be responsible for remaining in compliance with DORES requirements at all times.
2. If modifications are required by DORES for the certification of NJHCFFA's electronic files, it will be the Vendor's responsibility to make those modifications at no additional charge to NJHCFFA.
3. The Imaging system shall not be capable of altering a public record as scanned except for standard computer-enhancement routines used to improve the legibility of scanned documents. Editing of recorded text or characters by an image processing system used for keeping public records shall not be permitted.
4. Where computer-enhancement is necessary, such computer-enhancement processes and procedures shall be thoroughly documented for proof of authenticity of the records maintained on the imaging system.
5. The vendor's system should conform to a standard architectural framework for open systems standards with customization at Application Program Interface (API) level. (See N.J.A.C. 15:3-4.3(g) & (h)).
6. All documents scanned at 300 dots per inch (dpi) bitonal, which is above the DORES minimum requirement.
7. Scanned images must be converted to TIFF file format with CCITT Group III and/or IV compression, Portable Network Format (PNG) for grayscale or color images and Open Document Architecture/Open Document Interchange Format (ODA/ODIF) for text. (See N.J.A.C. 15:3-4..5(a)).

## **MINIMUM REQUIREMENTS (CONT.)**

8. Vendor will perform a visual quality control evaluation for each and every scanned image before permanently storing onto CD.
9. The scanning density for documents shall be selected and validated using tests on samples of the actual documents to be scanned before scanning is begun, and shall be tested periodically thereafter according to procedures established under N.J.A.C. 15:3-4.7(e). Testing and review procedures shall include the comparison of selected recorded images against the original documents after the documents are scanned and recorded, to ensure that records are adequately reproduced and recorded.
10. The image processing system shall include an indexing system and procedures for adequate indexing that permit rapid identification and retrieval for viewing or reproducing of all related records maintained in the system. (See N.J.A.C. 15:3-4.7).
11. Vendor shall create and maintain logs of all system and file access and activities (see N.J.A.C 15:3-4.8(f)1) and provide a copy to NJHCFFA upon their request.
12. Vendor must be able to turnaround the job within a month's time.
13. Vendor must send itemized invoices.

This list is not intended to be all inclusive. Vendor should familiarize themselves with New Jersey Administrative Code, Title 15. State, Chapter 3: Records Retention, Subchapter 4: Image Processing of Public Records and Subchapter 5: Certification of Image Processing Systems.

## **PROJECT SPECIFICATIONS**

1. Trustee Bank Statements (approximately 35,000 pages)
  - A separate CD for each numbered box
  - A document index for all facilities included on the CD
  - Each facility scanned in separate PFD file by year
  - Files to be named as provided
  - Each CD will have one Adobe Search Index for all files on CD
2. Construction Requisitions (approximately 40,000 pages; many pages are carbonless forms)
  - Each facility has its own folder
  - A requisition index will be created for each facility and located within the facility folder
  - Each requisition will be a PDF file within the corresponding facility folder
  - Each file will be named the requisition number

- Each CD will have one Adobe Search Index for all files on CD

(Documents are predominately letter size; there may be some legal.)

3. All documents to be scanned at 300 dpi bitonal.
4. Images provided in TIFF, Group III and Group IV compression.
5. Document prep performed by vendor which includes removing staples, paper clips, etc.
6. One complete set of CDs provided to NJHCFFA, which includes a TIFF CD as required by DORES. NJHCFFA has the right to make backup copies as needed.
7. One complete set of CDs stored off site at Vendor's location.
8. Vendor to pick up work files at NJHCFFA's location.
9. Destruction of work files to be handled by Vendor at the direction of NJHCFFA.
10. NJHCFFA shall not be bound to any minimum or maximum.

#### **TERM OF CONTRACT**

The contract shall be in force for the period of three (3) years. The Authority, at its sole option, may extend the term of the agreement for up to two (2) additional one-year periods. In the event the agreement is extended, all of the original terms will remain in effect for the extended period. The vendor will have the option of accepting or declining any such extension.

#### **REJECTIONS OF PROPOSALS**

Proposals not received by the hour and response date listed on Page 6 will be considered nonconforming and will be rejected. The Authority also reserves the right to reject any or all proposals received, if deemed to be in the best interest of the Authority.

#### **COST LIABILITY**

The Authority assumes no responsibility and no liability for costs incurred by any firms prior to the issuance of an agreement or contract.

#### **ACCEPTANCE OF PROPOSAL CONTENT**

The contents of the proposal from the successful bidder will survive and be incorporated into any contract awarded as a result of this RFP superseding any inconsistent terms which might be contained in any form contract which might be utilized.

## **REVISIONS TO THE REQUEST FOR PROPOSAL**

In the event it becomes necessary for the Authority to revise any part of the RFP, revisions will be provided to all firms who received the initial RFP. If revisions are found to be necessary after conducting the mandatory bidder's conference, such revisions will only be provided to those firms in attendance at the mandatory bidder's conference.

## **RESPONSE DATE AND LOCATION**

In order to be considered for selection, proposals must be received on or before 2:00 p.m. (EDT), on March 26, 2015 at the following location:

NEW JERSEY HEALTH CARE FACILITIES FINANCING AUTHORITY

### **Overnight delivery address:**

Attn: Carole Conover  
Office Manager  
Station Plaza, Building #4  
22 South Clinton Avenue  
Trenton, NJ 08609-1212

### **Mailing address:**

Attn: Carole Conover  
Office Manager  
P.O. Box 366  
Trenton, NJ 08625-0366

The outside of the envelope must indicate **"Bid Proposal – Image Processing Services"**.

No proposal shall be withdrawn for a period of sixty (60) days subsequent to the opening of proposals without the consent of the Authority.

## **MANDATORY BIDDER'S CONFERENCE**

The Authority staff will conduct a mandatory bidder's conference at the Authority's office on March 11, 2015 at 10:00 a.m. At that time, attendees will be able to review sample documents to be imaged. In addition, attendees will be allowed to ask any questions they may have concerning the RFP. Bidders are entitled to submit questions in writing. Lengthy or multiple questions must be submitted in writing. Written questions should specifically reference the RFP page number to which the questions relate. Proposals will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Bidder's Conference.

## **BIDDER'S PROPOSALS**

Firms must submit a complete response to this RFP. One original and three (3) copies of each proposal must be submitted to the Authority. No other distribution of the proposals shall be made by the bidder.

## **CONTRACTOR RESPONSIBILITIES**

The selected firm will be required to assume complete responsibility for all work as required by the RFP. The Authority will consider the selected firm to be the sole point of contact with regard to contractual matters.

## **ASSIGNMENT**

The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the express written consent of the Authority.

## **SUBCONTRACTING/OUTSOURCING**

Subcontracting or outsourcing of any of the proposed services is strictly forbidden. The bidder must make an affirmative statement that no subcontracting or outsourcing of work will occur and the bidder has all the necessary equipment and personnel to complete the work proposed.

## **PRICE CHANGES**

All prices shall be firm and not subject to increase during the three (3) year term of the contract and the two (2) additional one-year periods should the contract extension be granted.

## **PUBLIC RECORD**

All material submitted in response to this RFP will become a matter of public record and will not be returned. Respondents are responsible for all costs incurred in the preparation of a proposal and will not be reimbursed for said costs by the Authority.

## **TERMINATION OF CONTRACT**

The Authority reserves the right to terminate, without reason, any contract entered into as a result of this RFP, providing written notice has been given to the firm at least thirty (30) days prior to such proposed termination date.

## **INFORMATION TO BE CONTAINED IN PROPOSAL**

1. Name, address, telephone number, email, and fax number of your firm and the primary contact.
2. A brief description of your firm and how long it has been in business.
3. Indicate whether your firm is principally located in New Jersey.
4. Whether the firm is woman owned or minority owned.
5. Whether the firm is familiar with New Jersey State laws regarding the imaging of public records and the associated standards and certification process promulgated

### **INFORMATION TO BE CONTAINED IN PROPOSAL (CONT.)**

and coordinated by New Jersey Division of Revenue and Enterprise Services –  
Records Management Services

<http://www.state.nj.us/treasury/revenue/rms/imgcertificationprocess.shtml>

6. Whether the firm provides document image processing services to other State Departments, Agencies, Authorities or municipal/local agencies? If so, what type of work is performed.
7. Whether the firm has assisted any other State Department, Agency, Authority or municipality in the certification of a Public Records Image Processing System. If so, what type of assistance did the firm provide?
8. Whether the firm meets the basic system requirements as outlined in N.J.A.C 15.3-4 et seq.
9. Proposed fee schedule (Attachment “A”) by project description (i.e. trustee statements, etc.) as outlined in the Project Specifications on Pages 4 & 5.
10. Provide a description and sample of your firm's approach to laying out each of the projects outlined above.
11. Identify any existing or potential conflicts of interest, as well as your representation of parties or other relationships that might be considered a conflict of interest, that may affect or involve this assignment, the Authority or the State of New Jersey. Any such disclosure shall be supplemented as necessary on an ongoing basis.
12. Provide a description of any ongoing investigations, or litigation matters involving your firm, its directors, officers and principals and any individuals employed by the firm.
13. Provide at least three references from firms you are currently working with, preferably New Jersey state entities.

### **ADDITIONAL INFORMATION**

1. Pursuant to N.J.S.A. 52:32-44, provide as an appendix your firm's valid New Jersey Business Registration.
2. Pursuant to N.J.S.A. 52:32-58 (L. 2012, c.25, Section 4), the bidder shall file a certification with the Authority that neither the bidder, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the New Jersey Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A 52:32-56(f). If the bidder is unable



to so certify, the bidder shall provide a detailed and precise description of such activities.

**REQUIREMENTS OF CHAPTER 51, EXECUTIVE ORDER 117 (CORZINE 2008) AND EXECUTIVE ORDER 7 (CHRISTIE 2010) (ALSO REFERRED TO AS "EXECUTIVE ORDER 134 OR PAY TO PLAY RESTRICTIONS, N.J.S.A. 19:44A-20.13-25" AND OWNERSHIP DISCLOSURE:**

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the award of State contracts, including retention agreements, from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted P.L. 2005, c.51 (codified at N.J.S.A. 19:44A-20.13-25) ("Chapter 51"), on March 22, 2005, effective retroactive to October 15, 2004, superseding the terms of Executive Order No. 134 (McGreevey). In addition, on September 24, 2008, Governor Corzine issued Executive Order No. 117, effective on November 15, 2008 ("EO 117") setting forth additional limitations on the ability of the executive branch agencies to contract with individuals or entities who have made or solicited certain contributions. Then on January 20, 2010, and effective the same day, Governor Christie issued Executive Order No. 7 ("EO 7") setting forth additional limitations on the ability of executive branch agencies to contract with individuals or entities who have made or solicited certain contributions. Firms seeking to enter into a contract with a State entity or Authority are required to be in compliance with the provisions of Chapter 51, EO 117 and EO 7.

In order for your firm to comply with Chapter 51, EO 117 and EO 7, **please submit to the Authority with your Proposal the Vendor Certification and Disclosure of Political Contribution form.** The required form and instructions are available on the State's Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/execorder134.shtml> under "Disclosure Forms and Instructions". Please refer to Section VI of the attached "Standard Terms and Conditions" for a more detailed explanation of Chapter 51, EO 117 and EO 7.

In addition, on the same website under the section "Disclosure Forms and Instructions", an **Ownership Disclosure Form (Full Version pdf)** is required to be completed in accordance with N.J.S.A. 52:25-24.2 which states "no corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

## **METHODOLOGY TO BE USED IN ANALYZING BID PROPOSALS**

A bidder will be qualified if it meets all of the requirements of this Request for Proposal. Once qualified, the lowest bid will be determined by the total cost figure arrived at on Attachment "B" (Sample Billing).

## **QUESTIONS**

Any questions regarding this RFP should be directed to Carole Conover, Office Manager, or Michael Ittleson, Controller, at 609-292-8585 between the hours of 9:00 a.m. and 4:00 p.m.

## **RESERVED RIGHTS AND STANDARD TERMS AND CONDITIONS**

NJHCFFA reserves the right to modify this RFP by notification to all recipients of the changes. NJHCFFA also reserves the right to waive any irregularities or informalities in the proposals submitted or in the submission process.

NJHCFFA reserves the right to reject any and all proposals. By submitting a response to this proposal, the bidder agrees to the provisions outlined in the attached "Standard Terms and Conditions".

**ATTACHMENT A**

**New Jersey Health Care Facilities Financing Authority**

**PRICING PROPOSAL**

<b><u>DESCRIPTION</u></b>	<b><u>PER PAGE/ UNIT COST</u></b>
<b>TRUSTEE STATEMENTS</b>	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	<hr/>
<b>CONSTRUCTION REQUISITIONS</b>	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	<hr/>
Convert 11 x 17 B&W Simplex Images to PDF Format	<hr/>
<b>OTHER CHARGES</b>	
Charge per TIFF CD provided to NJHCFFA - as required by DORES	<hr/>
Charge per Non-TIFF CD provided to NJHCFFA	<hr/>
Charge per TIFF/Non-TIFF CD stored off site at vendor location	<hr/>
Charge per pick up at NJHCFFA offices (approximately 6 pick ups)	<hr/>
Charge per lb. for shredding documents (approximately 900 lbs.)	<hr/>

## ATTACHMENT B

### New Jersey Health Care Facilities Financing Authority

#### SAMPLE BILLING

Bidders are required to complete this Sample Billing using the information provided in Attachment A. The quantities provided are based on approximate totals from previous years:

<u>DESCRIPTION</u>	<u>PER PAGE/ QUANTITY</u>	<u>UNIT COST</u>	<u>PRICE</u>
<b>TRUSTEE STATEMENTS</b>			
Convert 8.5 x 11 B&W Simplex Images to PDF Format	35,000 pages		
<b>CONSTRUCTION REQUISITIONS</b>			
Convert 8.5 x 11 B&W Simplex Images to PDF Format	40,000 pages		
Convert 11 x 17 B&W Simplex Images to PDF Format	9 pages		
<b>OTHER CHARGES</b>			
Charge per TIFF CD provided to NJHCFFA - as required by DORES	8 CDs		
Charge per Non-TIFF CD provided to NJHCFFA	8 CDs		
Charge per TIFF/Non-TIFF CD stored off site at vendor location	16 CDs		
Charge per pick up at NJHCFFA offices (approximately 6 pick ups)			
Charge per lb. for shredding documents (approximately 900 lbs.)			
Total Cost			